

Microfilming

~~SECRET~~*16mm*

In March 1950 the Library began experimenting with a microfilm and print procedure, and by mid-1951 it ^{had} began to microfilm all single-copy material on 35 mm. reel film. ^(10% of total receipts) 43/

^{in D} The ~~Machine Division~~ and the Library ^{cooperated} worked closely together to develop the best sort of system to solve the Library document storage and retrieval problem. In January 1951, ^{Mr.} [redacted] and his deputy, [redacted], examined equipment at [redacted] 25X1A9a 25X1A9a 25X1A5a1

[redacted] wherein ^{16mm} microfilm was mounted into an IBM aperture or window card. This system allowed each document that was microfilmed to become a separate entity in itself and not just part of a reel, as was generally the case in most microfilm applications up to that time. ^{continued}

^{Mr.} In October 1951, [redacted] told Dr. Andrews that the problem was urgent and he proposed that the Library microfilm all incoming documents, keeping a copy of the document as well as the microfilm. ^{44/} The latter would be available at all times both for viewing purposes and for reproduction in cases where the requester wished to retain a copy. ^{25X1A9a}

On 19 December 1951 the Project Review Committee authorized "microfilming of all significant incoming intelligence documents" and approved funds in the amount of [redacted] for the initial purchase of equipment and in the amount of [redacted] for the annual costs of personal services and supplies. ^{45/}

25X1A1a
25X1A1a

43/Memo, C, CIA Library to AD/CD, 20 July 51

sub: Status Report, CIA Library
Microfilm Program, C. (in
Library Daily Reading File 1951.
File: 68-116/2)

~~SECRET~~GROUP 1
Excluded from automatic
downgrading and
declassification

44/Memo, C, CIA Library to AD/CD, 16
Oct 51, sub: CIA Library Services
S. (in Library 1949-51)

Approved For Release 2001/08/01 : CIA-RDP84-00954R000300040007-0

45/Memo [redacted] to Acting DD/A, 15 Oct 53, sub: Microfilm Program of the
Office of Collection and Dissemination. S. (in DD/A 1953 58-98/2)

25X1A9a

~~SECRET~~

The classifier used one of these control slips ~~or~~
~~cards~~ on which to write the necessary codes for
 ultimate key punching. The typist prepared another
 multilith mat to be married with the punched IBM card.

The resulting Intellofax card contained fields on the
 left for the codes; on the right end of the card was
 the printed bibliographic information, which could
 be easily read by the naked eye. ^{the} duplicate

was
 preparation of multilith mats, continued until

1956, when a revised batch system eliminated the preparation
 of control cards for distribution purposes. ^{in February 1953 a Code}
^{sheet was adopted for the}
^{use of the classifiers, these the}
^{codes for all the documents in a batch were recorded on one sheet for key punching.}
 In September 1949 each classifier was assigned ^{method 1) on}
^{a separate}
^{control card}

an Intellofax stamp bearing his individual number. Used
 instead of the classifier's initials, the stamp was affixed
 in three places: (1) on the face of the document to
 indicate that indexing had been completed; (2) on the control
^{slip}
~~card~~ for the codes, so that key punchers could question a ^(see Figure 6)
 classifier, if necessary; and (3) on the Batch Control Sheet,
 which stayed with the group of documents through the various
 processing steps.

As the Intellofax System grew, it became more involved and procedures were
 constantly revised and hopefully improved. MD and Library personnel worked
 hand-in-hand in developing better and faster methods of processing the
 document flow and in taking care of users' needs. A procedure had to be written
 for every exception. ^{35/}

* See sample Intellofax card

~~SECRET~~

~~to be written for every exception.~~

For example, ~~just to mention a few:~~ Extra IBM cards were printed for a number of offices--Top Secret Control in order to set up its own source card file; Contact Office ^{OO's} the Intellofax card for every OO-B document coded so that ~~it~~ could be matched with OO's own contact card (and this procedure continued until 1967); Reference Branch of the Library for every ^(encyclopedia type studies) Finished Intelligence and Basic Intelligence document for setting up a cumulative index by subject, area and title (this stopped in 1953); and ORE ^{ORE} and OSI offices ~~that~~ which were engaged in the abstract program (see page 34). A special procedure was written for loan documents ^{that} which ~~were~~ had to be microfilmed. If more than 14 subject codes appeared on the control slip, the classifier wrote "MATS" on ^{*(see Figure 6)} the Batch Control Sheet, opposite the CIA control number in the "coded" column to indicate that additional Intellofax cards were needed.

As the years progressed, the system became more involved and procedures were constantly revised and hopefully improved. The Machine Division and the Library personnel worked hand-in-hand in developing better and faster methods of ~~processing the document flow~~ ^{flow} and in taking care of users' need.

* See sample Batch Control Sheet

~~SECRET~~

GROUP 1 Excluded from automatic downgrading and declassification

~~SECRET~~

of the classifier. A control card was prepared so that there would always be a record in the Source Files for every document received. This ^{NODEX} source card, however, contained only an abbreviated bibliographic entry, i.e. source, document number, date and security classification. The title and country were not entered. This abbreviated notation saved typing time, but created problems in searching through the Source File for document identification.

The early 1950 NODEX Standards included such topics or series as:

- a. Purely administrative matters
- b. Consular or commercial functions (replies to complaints of Americans about lack of service)
- c. Notification of change in security classification
- d. Agendas of various international committees
- e. Order of battle (considered a military responsibility)
- f. Transmittals of enclosures not attached and not described adequately enough for indexing
- g. Industrial Card File (ICF) reports giving primarily plant data
- h. Who's Who reports
- i. Joint Weekas (considered cables)

Out of 17,367 documents processed in January 1951, 1125 ^{six percent} were nodexed or ~~6%~~ of the total.

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

30) Procedure Manuals (15, above)

29) Nodex Standards in Procedure Manuals in Intellox Historical Files in ISC

A printed list entitled "NODEX Standards from Start of Intellofax System to July 1966" is indicative of the colorful

~~the fluctuating~~ history of the ~~constantly changing~~ NODEX program, and FDD products for change, as the following Translations were a particular target ~~of the changing~~ 30/

dates show: *(See Appendix, Intellofax Chronology)*

August 1958⁺ NodeX FDD Summaries and Reference Aids

October 1960 NodeX unclassified translations

July 1963 NodeX all translations

September 1963 Exception made on translations from or about Communist China

February 1964 NodeX all translations from newspapers, magazines and books
Index all others

March 1965 Index FDD Summaries

the For microfilming of NODEXES *is discussed along with microfilm criteria on page* see page 43

30/ Procedure manuals: (16, above)

~~CONFIDENTIAL~~

No Foreign Dissem

CENTRAL
REFERENCE SERVICE



~~CONFIDENTIAL~~

No Foreign Dissem

GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

that a T/O of 20 professionals in the Analysis Section would not provide adequate manpower to abstract every document. In November the current intake was between 400 and 500 items a day. The 1948 backlog of approximately 12,000 SO (predecessor of CS documents from the Clandestine Services) and 3000 other CIA reports was decreasing by 150 items per day. Of the backlog of non-CIA reports it was estimated that ^{five percent} ~~5%~~ of the 154,000 items would not warrant indexing because of content. The unclassified and restricted documents for 1948 were indexed by Special Projects # 1 ("the pool"). Documents issued in 1946 and 1947 were processed but only those of priority areas of interest. [REDACTED] stated that it ~~would~~ appear possible that "we can set a 1 January 1949 target for providing daily tab-fax service." And this did occur. ^{28/}

25X1A9a

25X1A9a

In a report to the Assistant Librarian on 9 March 1949, [REDACTED] gave the following status report of Intellofax coverage. ^{18/}

- a. All "A" type reports were currently indexed since September 1948
- b. "S" type documents were selectively indexed, such as all State OIR reports, and Top Secret reports.
- c. All correspondence with an Executive Registry number.
- d. All bibliographies on file in the Library
- e. All loan items

~~28/Memo, Status of Classification and Indexing (25, above)~~

~~SECRET~~

GROUP 1 Excluded from automatic downgrading and declassification

25X1A9a

██████████ concurred because of severe 1952 manpower cuts and because the OCD Registers picked up the found personality and industrial plant information in the Daily Reports. On 6 February the Library discontinued the coding of all radio broadcast information. Although the IBM cards were retired to ^{the} Records Centers, the Library retained a master printed form of all the coding effort.

The issue of the desirability of reestablishing a machine index to the 25X1A7b ██████████ Daily Reports was raised periodically. (See Library Consultants Report of 1957 and ██████████ of 1958)

2. Early Intellofax Coverage

With the publication of the ISC in March 1948 it was possible to start indexing in earnest. The first efforts were confined to OO/B reports, One Transmittal Sheet was prepared for each document: it contained a bibliographic statement, an abstract of the contents, and pertinent codes. Until the Central Index had typing personnel and reproducing equipment to type and reproduce abstracts on the tabulating cards, only the punched data appeared on the IBM cards, and the Transmittal Sheets were filed in the Library.

Plans called for the receipt of 1000 documents a day. Experience already showed that a classifier could abstract only 30 documents a day. Becker noted ~~in June 1948~~

25/ Memo, Chief, Library to AD/CD, Division
10 Nov 48, sub: Classification

and Indexing of CIA

Library Documents, Status and FBIS Review of Library Chapter
of C. (in Library 1947-48)

58-98/1) Approved For Release 2001/08/01 : CIA-RDP84-00951R000300040007-0

GROUP 1
Excluded from automatic
downgrading and
declassification

25X1A5a1
Staff Study from
AD/CD to I
10/11/48
on Indexing
of Reports
(in Folder 98/1)
69-548/1

~~SECRET~~

14/

Area Classification

25X1A9a

~~In their 1947 plans~~ for the development of a classification scheme

~~Area~~ chose the Army Map Service (AMS)

Library Classification as the best and most adaptable system for coding geographic areas. According to this system, the world was divided into 26 main divisions, A through Z. Each alphabetic division was further subdivided, moving from right to left with a numeric designation. For example:

M Europe
11M Scandinavia
11M Denmark
21M Finland
31M Norway
41M Sweden
111M Northern Sweden
211M Southern Sweden

AMS did not maintain its area classification on an up-to-date basis; therefore, the Analysis Branch ~~(the Section became a Branch early in 1950)~~ was constantly expanding the code and updating it to specific Intellofax needs. When India was divided into India and Pakistan in 1948, the former code of 5U became EU for India and NU for Pakistan, with further subdivisions for both countries. Political-geographic concepts and some types of country relationships were designated by means of a slash (/), which always followed an area code. For example, 1A denoted a League, Confederation, Axis or International Organization. Thus, the Arab League was coded 6K/A; the United Nations became 1/A. (1 had been

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

in

14/Analysis Branch Archival Folder - Area Codes Intellofax
Historical Files in ISG

~~SECRET~~

established as the code for the World). /C denoted Communist-influenced or dominated countries and was used effectively with the Eastern European or Far Eastern blocs. By this device the Machine Division could easily retrieve information on all Communist countries (other than ^{the} USSR, which had its own area code of N). It was easy to segregate the Russian Zone of Germany (LM/C) from West Germany (LM/D).

Related Areas ¹⁵

The original design of the IBM card allowed for ^{the} 10 digits (columns 7-10) of the AMS code. Soon thereafter, column 11 was allotted to the slash. Two years of experience pointed up the inability of being able to show any area relationships. This came to a head with the 1950 Korean War, when it seemed necessary to be able to show some combination of Communist China, USSR, North Korea, South Korea or the ^{United States} USA. The entire punching area of the IBM card (other than the subject field, which always remained the first ^{six} digits) was revamped, eliminating certain codes ^{that} which did not seem necessary, such as day of publication and date of information, and adding ^{two two-} other codes, such as ~~two~~ ^{primary} digit abbreviated area codes to be used only as related areas in columns 19-22. ~~These codes did not appear in a~~ ^{file position} The revamped card of February 1950 provided

15/Archival Folder-Area Codes (13, above)

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

* See for related area designations, see ISC Archival Folder

25X1A6a

space for two related areas of ^{two} digits each. Area codes ^{that} which contained more than ^{two} digits became abbreviated, such as 228M to SI for [REDACTED]. The classifier * indicated them on the code sheet with a parenthesis to alert the key punchers.

Example: N (6M) (JM) - some relationship between the USSR (N) and [REDACTED] (6M) and Russian Zone of Germany (JM)

25X6A

Area File

The advent of the Korean War also brought out the need for a separate file arranged by area. Requests ~~which were~~ coming in for everything on Korea could not be answered quickly because the primary file arrangement of the Intellofax card was by subject code. Beginning ⁱⁿ September 1950, ^{in D} the Machine Division started an adjunct Area File by preparing one extra card for each main area (there was no card filed by related area). No subject code was punched into the card. The Area File ~~filled a~~ specific need at the time, when many analysts were woefully ignorant of Korea. It continued to serve effectively in retrieving all information on smaller areas, such as the oblasts of the USSR and the ^{provinces} of China. Because the Area File grew so rapidly and was consequently useless for large areas in its set-up without subject code punches, the ^{Library's and reference} Analysis Branch ^{and} the Reference Branch ^{in 1953} made an agreement, concurred in by ^{in D} the Machine Division, that area cards would be punched ^{not} only for ~~Western European countries, USSR,~~ [REDACTED]

* Analysis Branch professional personnel were called by various titles: classifiers, indexers, coders (the most common, but the least professional), and finally Library or document analysts. ^{In this discussion they will be referred to as classifiers.}

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

* From the inception of the Intellofax system, ^{the} ~~the~~ ^{responsibility} ~~responsibility~~ ^{for the Intellofax system} ~~was placed~~ ^{with the reference librarians, see chapter on library} ~~because Intellofax queries were considered~~ ^{different than other reference queries.}

the European satellites (except 25X6A the Russian
Zone of Germany), USSR oblasts, [REDACTED] and South
American countries, African countries, Asiatic countries
25X6A
(incl. Near, Middle and Far East), [REDACTED]
[REDACTED] (except Australia
and New Zealand).

In 1955 another important change was made ⁱⁿ to the
Area File. The classifier underlined one subject/area combination
considered most representative of the whole document. The
entire ^{six-} digit subject code was punched into the area card,
but within a given area the card was filed only by the first
^{three} digits of the ISC.

~~SECRET~~

GROUP 1 Excluded from automatic downgrading and declassification

ISC

of information could be uniformly applied to almost all
and equipment ^{in the 700 chapter}
commodity, subject codes in that chapter. These "actions" were

~~production data, imports-exports, maintenance, repair,~~
~~replacement, and construction, ^{and} procurement, etc.~~ The Library
^{MD}
and the Machine Division personnel worked out a unique
~~scheme for affixing a modifier before the subject code.~~

*The Library and MD
personnel developed*

A list of one to two-digit "action" or prefix modifier,
codes ~~was established~~ ^{such actions as production data, imports-exports, maintenance and repair, and procurement}. The classifier entered them on the
code sheet by placing a slash between the modifier and
~~the~~
and subject code. For example, the production of coal was
written as 4/735.1. The slash appeared on the IBM card as
an overpunch in columns 1-6 (subject field).

This important change in the coding process
extended
eventually by 1954 to ~~some~~ other chapters of the ISC.
Prefix modifiers ^{have} were applied to the military chapters in 1954
for such aspects as security, vulnerability, sabotage,
order of battle, specifications and description of
military equipment.

Other coding devices were inaugurated.

*To show coding specifications
the need arose.*

The
* ~~Analysis Branch~~ professional personnel were called by various titles:
classifiers, indexers, coders (the most common, but the least professional),
and finally Library or document analysts. In this discussion, they will
be referred to as classifiers.

who provided input to the Intellofax system

** See early editions of the ISC, ~~in~~.

~~SECRET~~

after
~~at the time~~ the Library decided to catalog books
 according to the ISC, a 900 chapter (Organization of
 Information) was added.

The history of the ISC ~~from 1948 through 1967~~
 was a history of change and hoped-for improvement. 980
 codes grew to 5,000. A review of the master copies of the
 ISC during these years reveals many pages of revisions.

~~Actual~~ ^{new} editions were published in 1954, 1957, 1960,
 1962, 1964 and ^{much} 1967. Changes in subject codes necessitated
 the preparation of new cards. The printed information
 was transferred from the old card to the new card by means
 of a heat process, whereas the punched data ^{was} converted by
 machine under punches to the new codes. This was a time-
 consuming process and caused backlogs ^{in the} Machine
 Division. (The biggest change to an entirely new ISC
 in 1960 did not involve conversion; thereafter, the
 Intellofax cards were kept in separate files--"A" file
 from 1960 on and "B" file ^{pre-1960}).

All classification schemes have limitations, and the
 ISC was no exception, particularly since code expansion
 was tied into the allotted spaces on the IBM card. ~~Library~~
~~personnel always worked closely with the Machine Division personnel~~
~~before anything unique was adopted.~~ As mentioned earlier, the
 full ^{six-}digit expansion of the 760 chapter went into effect in
 November 1948. By 1950 it ^{had} become evident that certain aspects

~~SECRET~~

GROUP 1
 Excluded from automatic
 downgrading and
 declassification

* See chapter on the Library

** For discussion of the complete revision of the ISC, see page

~~with the Intellofax cards and computerized data processing method~~

The last edition
 71917 was printed
 using the EPIC
 system with the
 Photon photographic
 computer.

DD Formally Rep'd
 (w/3) March 1960

71-18/1